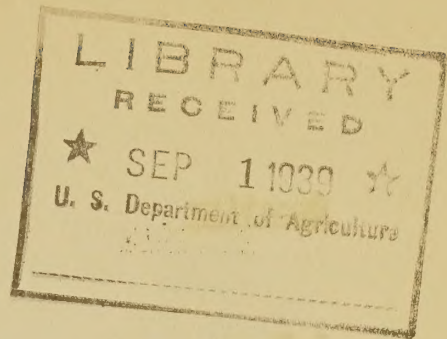


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SRM-334

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
SOUTHERN DIVISION



(Southern Region Miscellaneous Series).

INSTRUCTIONS REGARDING THE SALE OF AERIAL  
PHOTOGRAPHIC REPRODUCTIONS  
FROM NEGATIVES OWNED BY GOVERNMENTAL AGENCIES

County Agricultural Conservation Associations may accept orders from producers for the aerial photographic reproductions used in connection with the Agricultural Conservation Program. Orders will be submitted on Form AAA-391, "Order for Aerial Photographic Material".

All orders from producers as well as for County associations for aerial photographic reproductions of negatives owned by the Department of Agriculture, should be sent, with the remittance, to the office of Mr. I. W. Duggan, Director, Southern Division, Agricultural Adjustment Administration, Washington, D. C.

Orders may be forwarded to Washington, D. C. as received by the County office or the County office may group or schedule a number of individual orders on Form AAA-391. Such schedules or orders will be treated by the agency holding the negatives as one order, thus giving individual producers the benefit of group prices. The amount collected by the association from each purchaser will depend upon the number of reproductions of that kind (contact prints, enlargements, photo-indexes) covered by the schedule.

The prices listed below shall be effective August 1, 1939, and will remain in effect until June 30, 1940. These prices are for the kinds of reproductions most generally requested and are for reproductions on standard commercial grade paper. Unless otherwise specified in the order the paper will be double-weight, semi-matte; contact prints will have black borders and will be untrimmed; enlargements and photo-indexes will have white borders. Reproductions on single-weight and/or dull or glossy finish standard commercial grade papers can also generally be furnished at the prices quoted below if such papers are stocked by the laboratory. Quotations for reproductions on other quality papers and for kinds of reproductions for which prices are not given below, including mounting or ferrotyping, will be given upon request.

Contact prints from 7 x 9 or 9 x 9 inch negatives.

<u>Quantity</u>	<u>To farmers, Federal, State and local Governmental agencies, and educational institutions, per print.</u>		<u>To all others, per print</u>
1-5	\$0.50		\$0.65
6-100	.30		.40
Over 100	.20		.30

For water-proof (low-shrink) paper, add \$0.10 per print.



<u>Quantity</u>	<u>To farmers, Federal, State and local Governmental agencies, and educational institutions, per print</u>	<u>To all others, per print</u>
10 x 10 inches		
1-5	\$0.55	\$0.70
6-100	.35	.50
Over 100	.25	.35

For water-proof (low-shrink) papers, add \$0.10 per print.

16 x 20 inches		
1-100	\$1.00	\$1.35
Over 100	.75	1.00

20 x 24 inches		
1-100	\$1.30	\$1.70
Over 100	1.00	1.35

24 x 30 inches		
1-100	\$1.75	\$2.30
Over 100	1.50	2.00

#### Enlargements

The prices for enlargements of various sizes, made from 7 x 9 or 9 x 9 inch negatives, are set forth below. The size in each case refers to the approximate size of paper required to produce the enlargement ordered. Enlargement factors must be furnished with each order.

11 x 14 inches		
1-5	\$ .75	\$1.00
6-100	.50	.65
Over 100	.35	.50

16 x 20 inches		
1-5	\$1.00	\$1.35
6-100	.75	1.00
Over 100	.50	.65



<u>Quantity</u>	<u>To farmers, Federal, State and local Governmental agencies, and educational institutions, per print</u>	<u>To all others, per print</u>
-----------------	--	---

20 x 24; 20-1/2 x 26; 22 x 27 inches

1-5	\$1.50	\$2.00
6-100	1.10	1.40
Over 100	.85	1.10

25 x 25; 27 x 28 inches

1-5	\$1.75	\$2.35
6-100	1.25	1.65
Over 100	1.00	1.35

24 x 30; 28 x 34 inches

1-5	\$2.50	\$3.30
6-100	1.75	2.35
Over 100	1.50	2.00

34 x 40; 40 x 40 inches

1-5	\$4.00	\$5.35
6-100	3.00	4.00
Over 100	2.50	3.30

In executing Form AAA-391 for producer's orders the County office should indicate in the spaces provided, the purchaser's name and address, the amount remitted, the State and County, the total number of reproductions ordered, the date the order is placed and that the purchaser is a farmer. Since shipment by the agency making the reproductions will be to the County office, instructions as to whom shipment is to be made need not be given.

County offices will be informed by the State offices as to the project or projects and the agency holding the negatives of the photography for the county.

Orders will not be filled for reproductions:

- (1) showing fortifications, military or naval defenses or other restricted areas;
- (2) if it is known or believed that they will be used, by implication or otherwise, to indicate that the Department of Agriculture endorses any commercial product; or,
- (3) if it is known or believed they are for use in suits against the Government.



County associations will not accept orders from purchasers other than producers but will furnish such purchasers order blanks (Form AAA-391) and may give assistance in preparing their orders. Such orders with proper remittances should be placed directly with the agency holding the negatives. Farmers, if they prefer, also may order directly from the agency holding the negatives, but in such case the price per print will be determined by the number of prints in the individual order.

Orders cannot be filled until remittance in sufficient amount has been received unless the purchaser is a government agency prohibited by statute from making advance payment.

Form AAA-391 used by the county office as a schedule of producers' orders should be prepared as a single order as if the county association were the purchaser. If more than 28 orders are to be scheduled on it, additional sheets should be used but stapled together and treated as one schedule. Each sheet should be numbered as follows: "Sheet 1 of 3", "Sheet 2 of 3", "Sheet 3 of 3". The heading at the top of each sheet should be filled in to avoid confusion in the event the sheets become separated. Instructions on the back of the form should be carefully followed. Each schedule should be assigned a number by the county office, beginning with one (1) in each county. This schedule number should be entered in the space "Purchaser's Order No. \_\_\_\_\_". The president or secretary of the association should sign each schedule in the space "Signature of Purchaser \_\_\_\_\_" followed by his title and the name of the association.

The county association must obtain payment in sufficient amount before accepting any order. All payments from purchasers shall be recorded as received and shall be promptly deposited in the bank to the credit of the association. The funds so collected will be reported as a collection in line 1(c) of the first voucher, Form ACP-8 submitted by the association after such collections are made. The collection reported in line 1(c) must be supported by a statement in triplicate, signed by the treasurer, showing the amount collected and the schedule number (Purchaser's Order Number) covered by the collection.

In the event an order is rejected, or there is an adjustment in the charges the association treasurer will receive a refund by United States Treasury check. Such refunds shall be deposited to the credit of the association and shall be reported as a collection and identified in the same manner as a collection of charges from the purchaser.

In each case where a claim is submitted, it must be identified by the schedule number.

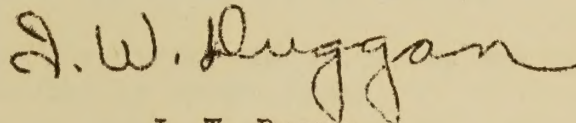
Upon approval by the president or the secretary of the association of one or more schedules, the treasurer is authorized to draw a check payable to the Treasurer of the United States.



A claim covering each schedule of orders will be entered on the association's first monthly statement, Form ACP-9, under "MISCELLANEOUS", after the order has been placed. The claims will be entered in the name of the claimant "Agricultural Adjustment Administration", and identified in the column "Nature of service or kind of material" as a purchase of aerial photographic reproductions.

If there is an adjustment in the charges which would entitle the purchaser to a refund the treasurer is authorized to refund such money by check. The transaction will be handled the same as any other miscellaneous claim of the association and shall be reported on the next monthly statement Form ACP-9, submitted by the association. A receipt in duplicate on Form ACP-12 will be returned to the treasurer by the Administrative Audit Section. Refunds to purchasers may be made prior to the certification of the monthly statement provided the treasurer is furnished with a statement signed by the president or secretary authorizing such refund.

Claims covering refunds to purchasers should be entered in the name of the purchaser and should be identified in the column "Nature of service or kind of material" as a refund of over collection for aerial photographic reproductions. Each such claim must be identified as to the schedule number (Purchaser's Order No.) in connection with which the refund of charges is made.



I. W. Duggan,  
Director, Southern Division.

A letter received from the Hon. Mr. Justice  
of the Supreme Court, dated the 10th of  
the month of June, 1900, in relation to the  
case of the "People v. ...", is herewith  
submitted for your consideration.

It appears from the report of the  
Attorney General, dated the 10th of June,  
that the case of the "People v. ...",  
has been assigned to the Hon. Mr. Justice  
of the Supreme Court, for his consideration.  
The Hon. Mr. Justice, in his report,  
has recommended that the case be  
dismissed, on the ground that the  
evidence is insufficient to sustain the  
charge.

The Hon. Mr. Justice, in his report,  
has also recommended that the case be  
dismissed, on the ground that the  
evidence is insufficient to sustain the  
charge.

*W. L. ...*  
J. L. ...  
Director, Bureau of ...

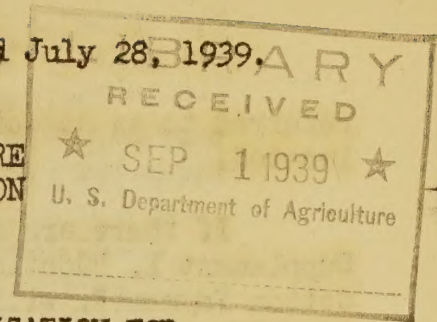


1.42  
508M  
SRM-335

Issued July 28, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION



INSTRUCTIONS FOR FILLING OUT FORM ACP-98, "APPLICATION FOR  
COTTON PAYMENT - 1939 PRICE ADJUSTMENT PROGRAM"

I. - GENERAL

Application for a price adjustment payment with respect to cotton may be made on Form ACP-98, "Application for Cotton Payment - 1939 Price Adjustment Program" (hereinafter referred to as form 98 or application) with respect to any farm (1) for which a cotton allotment is established under the 1939 Agricultural Conservation Program; (2) on which the acreage planted to cotton in 1939 is not in excess of such allotment; and (3) which is not idle in 1939.

A form 98 shall in all cases cover the area of land considered as a farm under the 1939 Agricultural Conservation Program, which is included under a single Form SR-309A or SR-314A, "Application Work Sheet" (hereinafter referred to as application work sheet).

The entries to be made in the county office and by the applicants on form 98 have been indicated by dotted lines.

All acreages (except cotton allotments for which separate instructions have been issued), including the division of cotton acreage among interested persons, shall be expressed to the nearest tenth of an acre; hundredths amounting to five or less shall be dropped and hundredths amounting to more than five shall be considered a whole tenth.

Any correction in the data on form 98 should be made by drawing a light line through the original entry and entering the correct data immediately above or to the left of the original entry. Any such correction should be initialed by the committeeman whose signature appears in Section III of form 98. If such committeeman is not available to initial the correction, such correction may be initialed by another member of the county committee, provided the committeeman who initials such correction also affixes his signature in Section III above the original signature. No application should be executed for any farm covered by an application work sheet which has the notation "Farm idle in 1939" entered immediately above line 1 of the application work sheet.

All forms 98 should be filled out with typewriter or indelible pencil. Form 98 shall be executed in quadruplicate in the manner hereinafter prescribed and all four copies shall be filed with the secretary of the county agricultural conservation association (hereinafter



referred to as association secretary) of the county in which the farm is located.

If there are more than five interested persons, Form ACP-98, Supplement 1, "Continuation Sheet for Section III of Application for Cotton Payment", will be used. Each such supplement must be properly identified by the State and county code and serial number and securely attached to the related form 98.

## II. - EXECUTION OF FORM 98

### A. Heading

Enter the State and county code and serial number in the spaces indicated in the upper right corner. The serial number will be the same as the serial number on the application work sheet.

Do not enter the transmittal number.

### B. Section I

Enter in item 1 the acreage planted to cotton from line 2, column E of the application work sheet. If no cotton was planted on the farm in 1939 and normal farming operations are carried out on the farm in 1939 or the county committee determines that the operator was prevented from carrying out normal farming operations by causes beyond his control, enter the word "none" or a "0" in item 1.

Enter in item 2 the 1939 cotton allotment from line 3, column E of the application work sheet. (It should be borne in mind that if cotton was not planted on the farm in 1936, 1937, or 1938 and the acreage planted to cotton in 1939 is less than the cotton allotment, the allotment must be reduced to an acreage equal to the acreage planted to cotton on the farm in 1939.)

Enter in item 3 the approved cotton yield per acre from line 4, column E of the application work sheet.

Make no entries in items 4 and 5.

### C. Section II

Each applicant should familiarize himself with the provisions of Section II, since it contains the representations upon which he is basing his claim for payment.

Type or print in the spaces provided the names of



all persons who as landlords, tenants and sharecroppers are entitled as of the time of harvest to share in the proceeds (other than a fixed commodity payment) of the cotton planted on the farm in 1939 from line 6 and succeeding lines, column L of the application work sheet. (It is assumed in this connection that the names of the landlords, tenants, and sharecroppers entered in line 6 and succeeding lines of column L of the application work sheet are those persons who will be entitled, as of the time of harvest, to share in the proceeds of the cotton planted on the farm. However, if the county committee determines, at the time form 98 is executed, that one or more of the persons originally shown on the application work sheet are not then entitled to share in the cotton crop - by reason of sale, abandonment, etc. - the entries on the application work sheet must be corrected to reflect the actual interests of the different producers on the farm as of the time the county committee approves form 98.) The name of each producer should be in the form in which he generally signs business documents.

In case of the death or incompetency of a producer, the name(s) of the person(s) eligible to receive the payment which such producer would otherwise have received shall be determined in accordance with the provisions of Section 9 of the "Regulations Pertaining to the 1939 Price Adjustment Payment Program for Producers of Wheat, Cotton, Corn (in the Commercial Corn-Producing Area), Rice, and Tobacco" (hereinafter referred to as the regulations). When the person(s) entitled to such payment is not known to the county committee, or the committee is unable to ascertain, within a reasonable length of time, the person(s) entitled to such payment, the name of the deceased or incompetent producer, followed by the word "deceased" or "incompetent", as the case may be, should be entered. A supplemental application may be submitted at such time as the person(s) entitled to the payment is determined.

In entering the name(s) of person(s) entitled to payment in accordance with the provisions of section 9 of the regulations, the following illustrative styles should be observed

1. An executor of deceased producer, Richard Roe:  
John H. Doe, Executor of the Estate of Richard Roe, Deceased.
2. An administrator of deceased producer, Richard Roe: John H. Doe, Administrator of the Estate of Richard Roe, Deceased.
3. A guardian or committee of incompetent (or minor)



Richard Roe: John H. Doe, Guardian (or committee)  
of the Estate of Richard Roe, Incompetent (or  
minor).

4. Surviving spouse of Richard Roe: Mrs. Kate Roe,  
Widow of Richard Roe, Deceased.
5. Surviving sons and daughters of Richard Roe, in-  
cluding surviving children of a deceased son or  
daughter of Richard Roe: Harry K. Roe, Mrs. A. E.  
Smith, John H. Roe, Jr., and Nellie Roe, All the  
Heirs of Richard Roe, Deceased.
6. Surviving mother or father of Richard Roe: Mrs.  
A. E. Roe, Sole Heir of Richard Roe, Deceased.
7. Surviving brothers and sisters of Richard Roe; in-  
cluding surviving children of a deceased brother  
or sister of Richard Roe: Harry K. Roe, Mrs. A. E.  
Smith, John H. Roe, Jr., and Nellie Roe, All the  
Heirs of Richard Roe, Deceased.
8. Trustees for heirs of Richard Roe: John H. Doe,  
Trustee of All the Heirs of Richard Roe, Deceased.
9. Spouse, for the benefit of incompetent producer,  
Richard Roe: Mrs. Kate Roe, Wife of and for the  
Benefit of Richard Roe, Incompetent.
10. Son or daughter for the benefit of incompetent pro-  
ducer, Richard Roe: Harry K. Roe, Son of and for  
the Benefit of Richard Roe, Incompetent.
11. Person authorized under State law to receive payment  
for incompetent producer, Richard Roe: John H. Doe,  
Superintendent of State Asylum for Insane, for the  
Benefit of Richard Roe, Incompetent.

Enter in the spaces provided the shares of all inter-  
ested persons in the cotton acreage, from line 6 and succeeding  
lines of column M of the application work sheet. If the acre-  
age shares in column M of the application work sheet have been  
circled and revised acreage shares entered above by reason of  
the fact that the cotton acreage of one or more of the produc-  
ers has been substantially reduced by flood, hail, drought, or  
insects in 1939 (as indicated by a notation to that effect be-  
low line 18 of the application work sheet), enter the uncircled  
figures in the spaces provided on form 98 and enter in Section  
III the same notation as appears below line 18 of the application  
work sheet.



If the acreage shares in line 6 and succeeding lines of column M of the application work sheet have been circled and revised acreage shares entered above by reason of the fact that the total acreage of cotton on the farm in 1939 is less than 80 percent of the cotton acreage allotment established for the farm and the acreage of cotton which is or would have been planted thereon by any tenant or sharecropper in 1939 is not substantially proportionate to the acreage of cotton which such tenant or sharecropper would normally plant thereon, enter the uncircled figures in the spaces provided on form 98. In such cases if all interested persons have not signed a separate statement agreeing to the division of acreage represented by the uncircled figures in column M of the application work sheet, it will be necessary that all such persons sign the form 98, or that the latter form be corrected to show only the names and shares of those producers who are entitled to share in the actual acreage of cotton planted on the farm in 1939 (that is, the circled figures in column M of the application work sheet). Where the interested persons have agreed to the division of acreage on a separate statement, a copy of such statement, approved by a member of the county committee, shall be attached to and submitted with form 98 to the State office.

The regular mail address of each producer should be entered in the space provided beneath his name.

The signatures of the applicants should be affixed following their names. The signature of each applicant on form 98 or any related paper should agree with his name as typed or printed on this form. All signatures on the original form 98 should be in ink or indelible pencil and must be in the original handwriting of the applicant or his duly authorized representative. Traced signatures, carbon impressions, and facsimile signatures on the original form 98 will not be accepted. It is not required that signatures be witnessed unless they are made by mark. Each signature by mark must be in the original and handwritten. Where a witness to a signature is required, the signature of the witness should be entered immediately below the signature of the producer whose signature is being witnessed.

The provisions of ACP-16, "Instructions on Signatures and Authorizations in Connection with the Execution of Application for Payment or Related Papers under the Agricultural Conservation Programs", are to be followed with respect to signatures and authorizations.

If any interested person who otherwise would share in the payment refuses to sign the form 98, a statement by him setting forth his reason for refusing to sign should be attached to the form 98. If such statement cannot be obtained, there should be attached to the form 98 a statement by a county



committeeman or the association secretary indicating the efforts that have been made to secure the signature and statement of such person. If for any other reason the signature of any person who otherwise would share in the payment cannot be obtained, the reason for the failure of such person to sign should be written in the space where his signature would otherwise be affixed and such entry initialed by a county committeeman who signs in Section III of the application or by the association secretary. Payment may be made later to any such producer, if, within the time limit for accepting applications, he submits an application on a supplemental form 98 properly executed by him.

The notation "Supp." should be entered in the upper right corner immediately following the serial number of the supplemental application. The basic data on the supplemental form 98 must be identical with those on the original form 98 except that it will not be necessary to include the acreage or percentage shares of any producers other than those making application for payment on the supplemental application. Such supplemental application need not be signed by any interested person whose signature was affixed to the original application but must be signed by the association secretary and a member of the county committee.

### III. - APPROVAL OF APPLICATIONS

After all necessary data have been entered on form 98 and the signatures of applicants affixed thereto the association secretary shall examine the application and, if he finds it to be in proper form, shall affix his signature in the space provided. The county committee may designate one or more persons employed in the office of the association to perform the duty of approving applications for payment and related documents on behalf of the association secretary. Such designation may be made by executing in quadruplicate an authorization in writing by at least two members of the county committee and delivering the original and one copy to the State office, handing one copy to the person so designated and retaining the other copy in the association files. The authorization should be substantially in the following form:

"We, the undersigned members of the county committee of \_\_\_\_\_ County, State of \_\_\_\_\_, do hereby authorize \_\_\_\_\_, now employed in the office of the county agricultural conservation association as \_\_\_\_\_, to approve applications for payment and related

(Title)  
papers under the 1939 Price Adjustment Program and affix his signature to such documents whenever he finds them to be in proper form within the meaning of the regulations and instructions applicable thereto. This authorization is to remain in effect while such person is employed in said office unless sooner canceled or revoked by said committee in writing.



"Following is a specimen of the signature of said person:\_\_\_\_\_.

"If cancellation or revocation of this authorization is necessary, it will be accomplished by notifying the State office in writing that this authorization is hereby canceled or revoked and by filing in the records of the office a copy of such notice and handing a copy to such person if he is then employed in said office.

"SIGNATURE OF COUNTY COMMITTEEMEN:

1. \_\_\_\_\_

Dated \_\_\_\_\_, 19\_\_\_\_

2. \_\_\_\_\_ "

The authorization may be extended to cover applications and related documents under other programs, by inserting in lieu of the words "The 1939 Price Adjustment Program" the following: "The 1939 Price Adjustment Program, the 1939 Agricultural Conservation Program (including the 1939 Range Conservation Program), each succeeding agricultural (and range) conservation program, the Sugar Act of 1937, Section 303 of the Agricultural Adjustment Act of 1938, as amended, and any other general or special farm program administered through the Agricultural Adjustment Administration.

If the county committee finds that the data on form 98 have been correctly entered and that the person(s) making application for payment are eligible under the regulations to receive payment with respect to the farm covered by the form 98 in question, it shall authorize one of its members to affix his signature on behalf of the committee in the space provided in Section III. The committeeman who signs in Section III must not be a near relative of any interested person shown on form 98 or have any sort of financial interest in the farm covered by the application. The date the committeeman signs the application should be entered in the space provided beneath his signature.

If it is found that a landlord or operator who is applying for payment on form 98 has for 1939 made any change in the arrangements which existed between himself and the tenants or sharecroppers on the farm in 1938 or has reduced the number of tenants or sharecroppers from the average number on the farm during the preceding three years, and such change or reduction would cause a greater proportion of the payment to be made to the landlord or operator than would have been made to him had such change or reduction not been made, and the county committee disapproves such change or reduction as being unjustified within the meaning of subsection (b), section 6 of the regulations, the committee shall attach two copies of the signed report of its findings to the form 98, showing the share which the landlord or operator would have received but for such change or reduction.

If the county committee finds that a landlord of a separately



owned tract of a farm covered by Form ACP-68, Revised, has overplanted or caused the overplanting of the cotton acreage allotment which was or could have been established for his separately-owned tract of land included in the farm and refuses to cooperate with other producers having an interest in the farm in making equitable adjustment with respect thereto, the county committee shall attach to form 98 two copies of the signed report of its findings, together with a copy of the Form ACP-68, Revised, which was used in combining the separately-owned tracts into one farm. The report shall set forth the cotton acreage allotment which was or could have been established for each separately-owned tract in the farm and the acreage planted to cotton in 1939 on each such tract.

If the county committee finds that any person has adopted any practice (including the misuse of "white" marketing cards in 1938) which tends to defeat any of the purposes of the 1939 Price Adjustment Payment Program, it shall attach to form 98 two copies of the signed report of its findings.

If the county committee finds that normal farming operations (as defined in SRB-304A and 304B) were not carried out on the farm in 1939 and that the operator was prevented from carrying out normal farming operations by causes beyond his control, it shall attach to the form 98 two copies of the signed report of its findings and recommendations.

The county committee is charged with the responsibility of determining that a person who signs an application in a representative or fiduciary capacity has the proper authority so to act. If the members of the county committee do not have personal knowledge that each such person has proper authority, they should require him to submit evidence of his authority. (See ACP-16, and AAA Forms 379, 380, 381 and 382 as to what constitutes acceptable evidence of such authority.) It is not required that a power of attorney on the applicable AAA form or similar form be secured for substitution unless the power of attorney now on file in the county office is found to be inadequate. No written evidence of authority need be attached to the application when it is submitted to the State office for payment.

Before submitting forms 98 to the State office each such form should be carefully checked to determine that:

- (1) All data have been correctly entered.
- (2) All corrections have been properly initialed.
- (3) Each interested person has signed form 98 or there is a proper explanation as to why he has not done so.
- (4) All signatures of interested persons are genuine and agree with their names as typed or printed on the application.




- (5) A complete mail address is entered for each producer who has signed the application.
- (6) The signatures of the association secretary and a county committeeman have been affixed in the spaces provided.
- (7) The required number of copies of each applicable statement are attached to the respective form 98.

#### IV. - TRANSMITTAL OF APPLICATIONS TO STATE OFFICE

Forms 98 shall be listed on Form SR-315, "Transmittal Sheet", and submitted to the State office.

The original and all copies of forms 98, with inserted carbons intact, shall be submitted to the State office. The second and third copies of form 98 will be returned to the county office after computations have been made thereon. The third copy should then be delivered to the farm operator and the other retained in the county office files.

Forms 98 suspended for corrections should be listed on Forms SR-315 with regular applications when ready for resubmission to the State office and not listed on separate Forms SR-315.



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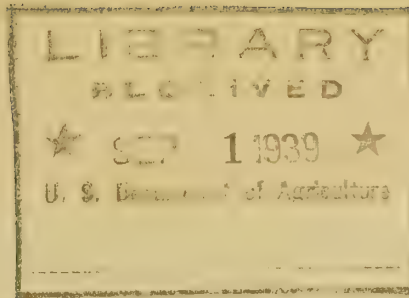
I. W. Duggan,  
Director, Southern Division.







SRM-335  
Supplement 1



Issued August 11, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

INSTRUCTIONS FOR FILLING OUT FORM ACP-98, "APPLICATION FOR  
COTTON PAYMENT - 1939 PRICE ADJUSTMENT PROGRAM"

I

The second paragraph of subsection B, section II of SRM-335  
(page 2) is amended by deleting the following therein:

"(It should be borne in mind that if cotton was not  
planted on the farm in 1936, 1937, or 1938 and the acreage  
planted to cotton in 1939 is less than the cotton allotment,  
the allotment must be reduced to an acreage equal to the  
acreage planted to cotton on the farm in 1939.)"

A handwritten signature in cursive script, reading "I. W. Duggan".

I. W. Duggan,  
Director, Southern Division



THE [illegible] OF [illegible]

## CHAPTER [illegible]

[illegible]

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SRM-335

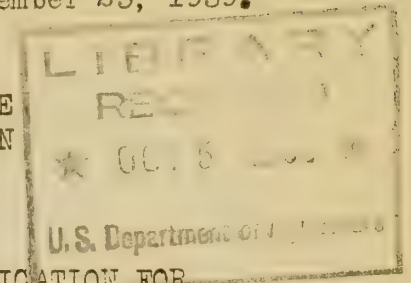
Supplement 2

Issued September 25, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

INSTRUCTIONS FOR FILLING OUT FORM ACP-98, "APPLICATION FOR  
COTTON PAYMENT - 1939 PRICE ADJUSTMENT PROGRAM"



I

The second paragraph beginning on page 8 of SRM-335 is amended to read as follows:

"If the county committee finds that a farm was not idle in 1939 even though normal farming operations (as defined in SRB-304A and 304B) were not carried out on the farm in 1939, it shall attach to the form 98 two copies of the signed report of its findings and recommendations prepared pursuant to instructions in SRB-304A or SRB-304B, whichever is applicable."

*I. W. Duggan*

I. W. Duggan,  
Director, Southern Division.



[illegible]

$\frac{d}{dt} \left( \frac{\partial L}{\partial \dot{x}} \right) = \frac{\partial L}{\partial x}$



Issued July 29, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

## SOUTHERN DIVISION

INSTRUCTIONS FOR FILLING OUT FORM ACP-96, "APPLICATION FOR  
RICE PAYMENT - 1939 PRICE ADJUSTMENT PROGRAM"

## I. - GENERAL

Application for a price adjustment payment with respect to rice may be made on Form ACP-96, "Application for Rice Payment - 1939 Price Adjustment Program", (hereinafter referred to as form 96 or application) with respect to any farm (1) for which a rice allotment is established under the 1939 agricultural conservation program; (2) on which the acreage planted to rice in 1939 is not in excess of such allotment; and (3) which is not idle in 1939.

A form 96 shall in all cases cover the area of land considered as a farm under the 1939 Agricultural Conservation Program, which is included under a single Form SR-309A or SR-314A, "Application Work Sheet" (hereinafter referred to as application work sheet).

The entries to be made in the county office and by the applicants on form 96 have been indicated by dotted lines.

All acreages (except rice allotments for which separate instructions have been issued) including the division of rice acreage among interested persons, shall be expressed to the nearest tenth of an acre; hundredths amounting to five or less shall be dropped and hundredths amounting to more than five shall be considered a whole tenth.

Any correction in the data on form 96 should be made by drawing a light line through the original entry and entering the correct data immediately above or to the left of the original entry. Any such correction should be initialed by the committeeman whose signature appears in Section III of form 96. If such committeeman is not available to initial the correction, such correction may be initialed by any member of the county committee, provided the committeeman who initials such correction also affixes his signature in Section III above the original signature.

No application shall be executed for any farm covered by an application work sheet which has the notation "Farm idle in 1939" entered immediately above line 1 of the application work sheet.

All forms 96 should be filled out with typewriter or indelible.



pencil. Form 96 shall be executed in quadruplicate in the manner hereinafter prescribed and all four copies shall be filed with the secretary of the county agricultural conservation association (hereinafter referred to as association secretary) of the county in which the farm is located.

If there are more than five interested persons, additional form(s) 96 will be used. Each such additional form 96 must be properly identified by the State and county code and serial number and securely attached to the related form 96. In such case Section III of the last form 96 shall be executed by a county committeeman and the association secretary.

## II. - EXECUTION OF FORM 96

### A. Heading

Enter the State and county code and serial number in the spaces indicated in the upper right corner. The serial number will be the same as the serial number on the application work sheet.

Do not enter the transmittal number.

### B. Section I

Enter in item 1 the acreage planted to rice from the column for rice, line 2 of the application work sheet. If no rice was planted on the farm in 1939 and normal farming operations are carried out on the farm in 1939 or the county committee determines that the operator was prevented from carrying out normal farming operations by causes beyond his control, enter the word "None" or a "0" in item 1.

Enter in item 2 the 1939 rice acreage allotment from the column for rice, line 3 of the application work sheet. (It should be borne in mind that if the farm is operated solely by producer(s) who did not participate in the production of rice in any of the years 1934 through 1938 and the acreage planted to rice in 1939 is less than the rice allotment, the allotment must be reduced to an acreage equal to the acreage planted to rice on the farm in 1939).

Enter in item 3 the normal rice yield per acre from the column for rice, line 4 of the application work sheet.

Make no entries in items 4 and 5.

### C. Section II



Each applicant should familiarize himself with the provisions of Section II since it contains the representations upon which he is basing his claim for payment.

Type or print in the spaces provided the names of all persons who as landlords, tenants and sharecroppers are entitled as of the time of harvest to share in the proceeds (other than a fixed commodity payment) of the rice planted on the farm in 1939 from line 6 and succeeding lines, column I of the application work sheet. (It is assumed in this connection that the names of the landlords, tenants, and sharecroppers entered in line 6 and succeeding lines of column I of the application work sheet are those persons who will be entitled, as of the time of harvest, to share in the proceeds of the rice planted on the farm. However, if the county committee determines, at the time form 96 is executed, that one or more of the persons originally shown on the application work sheet are not then entitled to share in the rice crop - by reason of sale, abandonment, etc. - the entries on the application work sheet must be corrected to reflect the actual interests of the different producers on the farm as of the time the county committee approves form 96.) The name of each producer should be in the form in which he generally signs business documents.

In case of the death or incompetency of a producer, the name(s) of the person(s) eligible to receive the payment which such producer would otherwise have received shall be determined in accordance with the provisions of Section 9 of the "Regulations Pertaining to the 1939 Price Adjustment Payment Program for Producers of Wheat, Cotton, Corn (in the Commercial Corn-Producing Area), Rice, and Tobacco" (hereinafter referred to as the regulations). When the person(s) entitled to such payment is not known to the county committee, or the committee is unable to ascertain, within a reasonable length of time, the person(s) entitled to such payment, the name of the deceased or incompetent producer, followed by the word "deceased" or "incompetent", as the case may be, should be entered. A supplemental application may be submitted at such time as the person(s) entitled to the payment is determined.

In entering the name(s) of person(s) entitled to payment, in accordance with the provisions of section 9 of the regulations, the following illustrative styles should be observed:

1. An executor of deceased producer, Richard Roe: John H. Doe, Executor of the Estate of Richard Roe, Deceased.
2. An administrator of deceased producer, Richard Roe: John H. Doe, Administrator of the Estate of Richard Roe, Deceased.
3. A guardian or committee of incompetent (or minor) Richard Roe: John H. Doe, Guardian (or committee) of the Estate of Richard Roe, Incompetent (or minor).
4. Surviving spouse of Richard Roe: Mrs. Kate Roe, Widow of Richard Roe, Deceased.
5. Surviving sons and daughters of Richard Roe, including surviving children of a deceased son or daughter of Richard Roe: Harry K. Roe, Mrs. A. E. Smith, John H. Roe, Jr., and Nellie Roe, All the Heirs of Richard Roe, Deceased.
6. Surviving mother or father of Richard Roe: Mrs. A. E. Roe, Sole Heir of Richard Roe, Deceased.
7. Surviving brothers and sisters of Richard Roe, including surviving children of a deceased brother or sister of Richard Roe: Harry K. Roe, Mrs. A. E. Smith, John H. Roe, Jr., and Nellie Roe, All the Heirs of Richard Roe, Deceased.
8. Trustees for heirs of Richard Roe: John H. Doe, Trustee of All the Heirs of Richard Roe, Deceased.
9. Spouse, for the benefit of incompetent producer, Richard Roe: Mrs. Kate Roe, Wife of and for the Benefit of Richard Roe, Incompetent.
10. Son or daughter for the benefit of incompetent producer, Richard Roe: Harry K. Roe, Son of and for the Benefit of Richard Roe, Incompetent.
11. Person authorized under State law to receive payment for incompetent producer, Richard Roe: John H. Doe, Superintendent of State Asylum for Insane, for the Benefit of Richard Roe, Incompetent.



Enter in the spaces provided the shares of all interested persons in the rice acreage, from line 6 and succeeding lines of the column for rice on the application work sheet. If the acreage shares in the column for rice of the application work sheet have been circled and revised acreage shares entered above by reason of the fact that the rice acreage of one or more of the producers has been substantially reduced by flood, hail, drought, or insects in 1939 (as indicated by a notation to that effect below line 18 of the application work sheet), enter the uncircled figures in the spaces provided on form 96 and enter in Section III the same notation as appears below line 18 of the application work sheet.

The regular mail address of each producer should be entered in the space provided beneath his name.

The signatures of the applicants should be affixed following their names. The signature of each applicant on form 96 or any related paper should agree with his name as typed or printed on this form. All signatures on the original form 96 should be in ink or indelible pencil and must be in the original handwriting of the applicant or his duly authorized representative. Traced signatures, carbon impressions and facsimile signatures on the original form 96 will not be accepted. It is not required that signatures be witnessed unless they are made by mark. Each signature by mark must be witnessed by one disinterested person whose signature must be in the original and handwritten. Where a witness to a signature is required, the signature of the witness should be entered immediately below the signature of the producer whose signature is being witnessed.

The provisions of ACP-16, "Instructions on Signatures and Authorizations in Connection with the Execution of Application for Payment or Related Papers under the Agricultural Conservation Programs", are to be followed with respect to signatures and authorizations.

If any interested person who otherwise would share in the payment refuses to sign the form 96, a statement by him setting forth his reason for refusing to sign should be attached to the form 96. If such statement cannot be obtained, there should be attached to the form 96 a statement by a county committeeman or the association secretary indicating the efforts that have been made to secure the signature and statement of such person. If for any other reason the signature of any person who otherwise would share in the payment cannot be obtained, the reason for the failure of such person

to sign should be written in the space where his signature would otherwise be affixed and such entry initialed by a county committeeman who signs in Section III of the application or by the association secretary. Payment may be made later to any such producer if, within the time limit for accepting applications, he submits an application on a supplemental form 96 properly executed by him.

The notation "Supp." should be entered in the upper right corner immediately following the serial number of the supplemental application. The basic data on the supplemental form 96 must be identical with those on the original form 96 except that it will not be necessary to include the acreage or percentage shares of any producers other than those making application for payment on the supplemental application. Such supplemental application need not be signed by any interested person whose signature was affixed to the original application but must be signed by the association secretary and a member of the county committee.

### III. - APPROVAL OF APPLICATIONS

After all necessary data have been entered on form 96 and the signatures of applicants affixed thereto the association secretary shall examine the application and if he finds it to be in proper form shall affix his signature in the space provided. The county committee may designate one or more persons employed in the office of the association to perform the duty of approving applications for payment and related documents on behalf of the association secretary. Such designation may be made by executing in quadruplicate an authorization in writing by at least two members of the county committee and delivering the original and one copy to the State office, handing one copy to the person so designated and retaining the other copy in the association files. The authorization should be substantially in the following form:

"We, the undersigned members of the county committee of \_\_\_\_\_ County, State of \_\_\_\_\_, do hereby authorize \_\_\_\_\_, now employed in the office of the county agricultural conservation association as \_\_\_\_\_, to approve applications for payment and related

(Title)  
papers under the 1929 Price Adjustment Program and affix his signature to such documents whenever he finds them to be in proper form within the meaning of the regulations and instructions applicable thereto. This authorization is to remain in effect while such person is employed in said office unless sooner canceled or revoked by said committee in writing.

"Following is a specimen of the signature of said person: \_\_\_\_\_  
\_\_\_\_\_.



"If cancellation or revocation of this authorization is necessary, it will be accomplished by notifying the State office in writing that this authorization is hereby canceled or revoked and by filing in the records of the office a copy of such notice and handing a copy to such person if he is then employed in said office.

"SIGNATURE OF COUNTY COMMITTEEMEN:

Dated \_\_\_\_\_, 19\_\_\_\_

1. \_\_\_\_\_  
2. \_\_\_\_\_"

The authorization may be extended to cover applications and related documents under other programs, by inserting in lieu of the words "The 1939 Price Adjustment Program" the following: "The 1939 Price Adjustment Program, the 1939 Agricultural Conservation Program (including the 1939 Range Conservation Program), each succeeding agricultural (and range) conservation program, the Sugar Act of 1937, Section 303 of the Agricultural Adjustment Act of 1938, as Amended, and any other general or special farm program administered through the Agricultural Adjustment Administration."

If the county committee finds that the data on form 96 have been correctly entered and that the person(s) making application for payment are eligible under the regulations to receive payment with respect to the farm covered by the form 96 in question, it shall authorize one of its members to affix his signature on behalf of the committee in the space provided in Section III. The committeeman who signs in Section III must not be a near relative of any interested person shown on form 96 or have any sort of financial interest in the farm covered by the application. The date the committeeman signs the application should be entered in the space provided beneath his signature.

If it is found that a landlord or operator who is applying for payment on form 96 has for 1939 made any change in the arrangements which existed between himself and the tenants or sharecroppers on the farm in 1938 or has reduced the number of tenants or sharecroppers from the average number on the farm during the preceding three years, and such change or reduction would cause a greater proportion of the payment to be made to the landlord or operator than would have been made to him had such change or reduction not been made, and the county committee disapproves such change or reduction as being unjustified within the meaning of subsection (b), section 6 of the regulations, the committee shall attach two copies of the signed report of its findings to the form 96, showing the share which the landlord or operator would have received but for such change or reduction.

If the county committee finds that a landlord of a separately-owned tract of farm covered by Form ACP-68, Revised, has overplanted

or caused the overplanting of the rice acreage allotment which was or could have been established for his separately-owned tract of land included in the farm and refuses to cooperate with other producers having an interest in the farm in making equitable adjustment with respect thereto, the county committee shall attach to form 96 two copies of the signed report of its findings, together with a copy of the 1939 work sheet, Form ACP-68, Revised, which was used in combining the separately-owned tracts into one farm. The report shall set forth the rice acreage allotment which was or could have been established for each separately-owned tract in the farm and the acreage planted to rice in 1939 on each such tract.

If the county committee finds that any person has adopted any practice (including the misuse of "white" cotton marketing cards in 1938) which tends to defeat any of the purposes of the 1939 Price Adjustment Payment Program, it shall attach to form 96 two copies of the signed report of its findings.

If the county committee finds that normal farming operations (as defined in SRB-304A and 304B) were not carried out on the farm in 1939 and that the operator was prevented from carrying out normal farming operations by causes beyond his control, it shall attach to the form 96 two copies of the report of its findings and recommendations.

The county committee is charged with the responsibility of determining that a person who signs an application in a representative or fiduciary capacity has the proper authority so to act. If the members of the county committee do not have personal knowledge that each such person has proper authority, they should require him to submit evidence of his authority. (See ACP-16, and AAA Forms 379, 380, 381, and 382 as to what constitutes acceptable evidence of such authority.) It is not required that a power of attorney on the applicable AAA form or similar form be secured for substitution unless the power of attorney now on file in the county office is found to be inadequate. No written evidence of authority need be attached to the application when it is submitted to the State office for payment.

Before submitting forms 96 to the State office each such form should be carefully checked to determine that:

- (1) All data have been correctly entered.
- (2) All corrections have been properly initialed.
- (3) Each interested person has signed form 96 or there is a proper explanation as to why he has not done so.
- (4) All signatures of interested persons are genuine and agree with their names as typed or printed on the application.



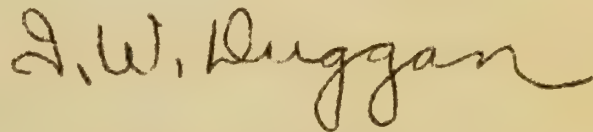
- (5) A complete mail address is entered for each producer who has signed the application.
- (6) The signature of the association secretary and a county committeeman have been affixed in the spaces provided.
- (7) The required number of copies of each applicable statement are attached to the respective form 96.

#### IV. - TRANSMITTAL OF APPLICATIONS TO STATE OFFICE

Form 96 shall be listed on Form SR-315, "Transmittal Sheet", and submitted to the State office.

The original and all copies of forms 96, with inserted carbons intact, shall be submitted to the State office. The second and third copies of form 96 will be returned to the county office after computations have been made thereon. The third copy should then be delivered to the farm operator and the other retained in the county office files.

Forms 96 suspended for correction should be listed on Forms SR-315 with regular applications when ready for resubmission to the State office and not listed on separate Forms SR-315.



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I. W. Duggan,  
Director, Southern Division.





SRM-336  
Supplement 1

Issued August 11, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

INSTRUCTIONS FOR FILLING OUT FORM ACP-96, "APPLICATION FOR  
RICE PAYMENT - 1939 PRICE ADJUSTMENT PROGRAM"

I

The second paragraph of subsection B, section II of SRM-336  
(page 2) is amended by deleting the following sentence therein:

"(It should be borne in mind that if the farm is  
operated solely by producer(s) who did not participate in  
the production of rice in any of the years 1934 through  
1938 and the acreage planted to rice in 1939 is less than  
the rice allotment, the allotment must be reduced to an  
acreage equal to the acreage planted to rice on the farm  
in 1939.)"

*I. W. Duggan*

I. W. Duggan  
Director, Southern Division





SRM-336,  
Supplement 2

Issued September 25, 1939.

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION

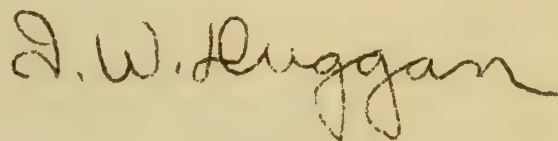
SOUTHERN DIVISION

INSTRUCTIONS FOR FILLING OUT FORM ACP-96, "APPLICATION FOR  
RICE PAYMENT - 1939 PRICE ADJUSTMENT PROGRAM"

I

The second paragraph beginning on page 8 of SRM-336 is amended to read as follows:

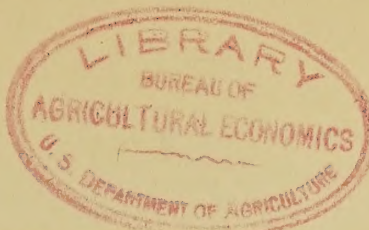
"If the county committee finds that a farm was not idle in 1939 even though normal farming operations (as defined in SRB-304A and 304B) were not carried out on the farm in 1939, it shall attach to the form 96 two copies of the signed report of its findings and recommendations prepared pursuant to instructions in SRB-304A or SRB-304B, whichever is applicable."



I. W. Duggan,  
Director, Southern Division.







Issued August 19, 1939.

SEP 14 1939

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
SOUTHERN DIVISION

INSTRUCTIONS FOR FILLING OUT FORM ACP-100, REVISED, "REQUEST  
AND AGREEMENT FOR ADVANCE FOR PAYMENT OF CROP INSURANCE PREM-  
IUM" IN CONNECTION WITH THE 1940 WHEAT CROP INSURANCE PROGRAM

I. GENERAL

- A. Form ACP-100, Revised, has been provided for use by wheat producers who desire to obtain an advance of funds from the Secretary of Agriculture for the payment of their 1940 wheat crop insurance premium.
- B. Where an applicant pays his wheat crop insurance premium by means of an advance from the Secretary, the county office should recommend that this advance cover the premium on the full amount of the applicant's wheat acreage allotment if (1) the applicant is going to seed his full allotment or an acreage approximating his full allotment; and (2) the applicant's estimated payment under the 1940 Agricultural Conservation Program is sufficient therefor. This will avoid a great deal of extra work in county offices in making out applications for supplemental advances.
- C. The county committee may compute the amount of the cash equivalent of the premium and advise the producer of this amount but should in all cases notify him that the amount is subject to recomputation by the State office upon receipt of the notice of seeding.
- D. Eligibility for an Advance.
  1. Any person who requests an advance must have filed with the county committee the application for crop insurance (Form FCI-12, Wheat-1940) to which the request for advance relates.
  2. Any person who applies for an advance agrees to participate in the 1940 Agricultural Conservation Program.
  3. After the approximate cash equivalent of the premium has been determined the county committee shall compute from available data an estimate of the total payment which such person may earn under the 1940 Agricultural Conservation Program on the farm in question. From such estimated total payment deduct the following items:
    - (a) Estimated county association expense under the 1940 Agricultural Conservation Program.



- (b) Any amounts appearing on the register of indebtedness which cannot be liquidated prior to the time payments will be made under the 1940 Agricultural Conservation Program, and
  - (c) The amount of any assignment which may have been executed and filed in the county office.  
(Applicable only in connection with supplemental advances approved by the county office after January 1, 1940.)
4. If after the above items have been deducted there is a sufficient balance of the total estimated payment under the 1940 Agricultural Conservation Program to cover the amount of the advance, the request for such advance may be approved by the county committee.

## II. EXECUTION OF FORM ACP-100, REVISED.

A. For each approved advance prepare Form ACP-100, Revised, in quadruplicate in the following manner: (Disregard instructions contained in Part E of Section 3 of Form FCI-11, Wheat-1940, County Application Procedure.)

- 1. Enter the State and county code in the space provided in the upper right corner. (The crop insurance application number will be entered at the time the related Form FCI-12, Wheat-1940 is listed on Form FCI-15, Wheat-1940.)
- 2. Type or print in the space provided in section 1 the name of the applicant.
- 3. The applicant should familiarize himself with the provisions of section 1 since it contains the representation upon which he is basing his request for an advance. The signature of the applicant should be affixed in the space provided below his name. The signature should agree with the name as typed or printed. (The signature of the applicant shall be affixed in accordance with the instructions contained in ACP-16, "Instructions on Signatures and Authorizations". Authorizations should not be transmitted to the State office with Forms ACP-100, Revised.)

### B. Certification by County Committee

- 1. Section II of the form shall be signed by a county committeeman who is authorized to sign the form for and on behalf of the committee and the date shall be entered. The date of



signing must not be prior to the date the applicant signed Form FCI-12, Wheat-1940.

III. DISTRIBUTION OF FORMS ACP-100, REVISED.

- A. The original and green copy of this form will be attached to the related Form FCI-12, Wheat-1940 and transmitted to the State Crop Insurance Office. (See Section IV of FCI-11, Wheat-1940).
- B. The salmon copy of Form ACP-100, Revised, shall be filed in the county office and the yellow copy shall be released to the applicant.

IV. DISPOSITION OF STATE CROP INSURANCE OFFICE COPIES

- A. Upon receipt of the original and one copy of Form ACP-100, Revised, the State Crop Insurance Office will retain both copies until Form FCI-19, Wheat-1940 is received from the county office. When this form has been received, the amount of the advance should be recomputed by the State Crop Insurance Office as of the date of the payment (see Part IV, section 40 of FCI Regulations 1, Wheat-1940), and the correct amount entered on both copies. The original (white copy) will be transmitted to the Branch Office of the Federal Crop Insurance Corporation at Kansas City. The green copy will be delivered to the State AAA Office as notice to place the producer on the register of indebtedness.

V. ENTRIES ON REGISTER OF INDEBTEDNESS AND NOTICE TO PRODUCER

- A. Upon receipt of the green copy of Form ACP-100, Revised, the State AAA Office will make the necessary entries on the register of indebtedness and will immediately notify the respective county office of the items to be placed on the county office register of indebtedness.
- B. The county office will make the necessary entries on the register of indebtedness and may, if they so desire, notify the applicant of the exact amount of his advance.

*I. W. Duggan*

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I. W. Duggan,  
Director, Southern Division.



RECEIVED  
JAN 10 1964  
U.S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

**DISTRIBUTION OF STATE CASE INFORMATION**

The original and seven copies of this report shall be furnished to the following offices:

- 1. The original and seven copies of this report shall be furnished to the following offices:

**DISTRIBUTION OF STATE CASE INFORMATION**

1. Upon receipt of the original and seven copies of this report, the State Case Information Office shall forward the original and seven copies to the following offices:

**REVIEW OF REPORTS OF INVESTIGATIONS AND OTHER MATTERS**

1. Upon receipt of the report copy of form FD-302, the State Case Information Office will make the necessary entries in the register of investigations and will immediately advise the respective county office of the status of the case.

2. The county office will make the necessary entries in the register of investigations and will immediately advise the State Case Information Office of the status of the case.

*W. B. Sullivan*

Director, Federal Bureau of Investigation